



EXHIBITOR SERVICES & FORMS

ASTC'S 2015 Annual Conference

October 17 - 18, 2015



ORDER FORMS

Dear Exhibitor,

We are pleased that **GES Global Experience Specialists** has been selected as your Official Service Contractor for:
ASTC'S 2015 Annual Conference

We strive to offer you the best possible service to facilitate a successful show experience.

Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Global Experience Specialists. If we are to serve you efficiently, it is most important that you return these forms to us promptly.
before the deadline



Save time, order online.
Place orders and manage your
budget in one place.

**ORDER
NOW**

By placing your orders in advance, you can save up to 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays. Keep a copy of your orders.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES Global Experience Specialists requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 514-367-4848 and ask to speak to a Customer Service Representative (CSR).

In addition, our GES Global Experience Specialists Services centre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

Sincerely,
CSR Team

GES Global Experience Specialists
2345 rue Lapierre • LaSalle, Québec • H8N 1B7
Tel.: 514-367-4848 / 1-877-399-3976
Fax.: 514-367-5115
Customer Services: montreal@ges.com
Website: gesexpo.ca

ASTCS 2015 Annual Conference
October 17 - 18, 2015
Palais des congrès de Montréal

BOOTH EQUIPMENT (Each 10' x 10' Exhibit space includes)
Purple and white backwall 8' high and white side rails 3' high
(1) ID sign 8" x 48" (black text on white background)

ELECTRICITY

Electrical is not included with the space. For all electrical needs please refer to the order form .

EXHIBIT HALL CARPET

Exhibit hall is carpeted with a low pile industrial grade carpet, you may install your own floor covering over the facility carpet or rental carpet options are available from GES.

DISCOUNT PRICE DEADLINE DATE

In order to receive discount rates listed on the price sheet, we must receive your order and payment by:
Friday, October 2, 2015

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Friday, October 16, 8:00 AM-5:00 PM

EXHIBIT HOURS

Saturday, October 17, 9:30 AM - 5:00 PM

Sunday, October 18, 9:00 AM - 6:00 PM

GES SERVICE DESK

Friday, October 16, 8:00 AM - 5:00 PM

Saturday, October 17, 8:00 AM - 10:00 AM

Sunday, October 18, 8:00 AM - 8:00 PM

EXHIBITOR MOVE-OUT

Sunday, October 18, 6:00 PM - 10:00 PM

SHIPPING INFORMATION

Please review this section of the Exhibitor Kit thoroughly for: the proper shipping address to the facility, all information relating to advance freight, storage, and materials handling of your goods during the move-in and move-out process.

OFFICIAL DECORATOR AND TRANSPORT (DOMESTIC) COMPANY

GES CANADA

2345, Lapierre Street
Lasalle, QC, H8N 1B7
Tel. 514 367-4848

ADVANCE WAREHOUSE

YRC REIMER

1725 Chemin St-François
Dorval, (QC), Canada H9T 2S1

OFFICIAL CARRIER (INTL.) & CUSTOMS BROKER

Mendelssohn Commerce Event Logistics

276, Saint-Jacques St., suite 818
Montréal, QC, H2Y 2G4
Phone: 514 987-2700

SHOW SITE LOADING DOCK

Palais des congrès de Montréal
163 St-Antoine W. St.
Montréal, QC, Canada, H2Z 1H2

ASTC EXHIBITOR & SPONSOR

Rules & Regulations

"ASTC" as used herein refers to the Association of Science-Technology Centers Incorporated, a Maryland nonprofit corporation. The word "Exhibitor" refers to the exhibiting organization indicated on this contract.

General Conduct of Exhibitors

Exhibitors must confine all materials and activities to their contracted booth space. All of the following practices are expressly prohibited: promotion of products or services other than those manufactured or regularly distributed by Exhibitor; use of strolling entertainment or activities outside of contracted booth space; distribution of samples or advertising materials in any area outside of contracted booth space; excessive noise that interferes with other exhibitors; storage or use of flammable or explosive materials or any substance prohibited by local laws or insurance carriers; use of materials with strong odors; solicitation of business by anyone other than representatives of Exhibitor; and promotion of any activities that draw ASTC registrants away from the Exhibit Hall during exhibit hours.

Service Contractor

The official Exhibit Hall services contractor is Global Experience Specialists (GES). If an Exhibitor-Appointed Contractor is employed, the Exhibitor must notify ASTC and GES no later than 45 days prior to the conference with the approximate number of regular and/or supervisory employees working the exhibit area during installation and dismantling. The exhibitor shall provide evidence that the Exhibitor-Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 of liability coverage, including property damage to show management and GES. The Exhibitor-Appointed Contractor to be used must submit a certificate of insurance with at least the following limits:

- Comprehensive General Liability not less than \$2,000,000 with respect to injury to any one person in an occurrence.
- \$2,000,000 with respect to injury to more than one person in an occurrence.
- Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
- GES and show management must be named as additional insured.

Exhibit Booth Height and Configuration

Exhibits must be no higher than 8 feet in the back and 4 feet on each side, unless written approval is granted by ASTC. The back 5 feet may be occupied up to a height of 8 feet. The ceiling height of Exhibit Hall is at least 16 feet. No walls, partitions, decorations, or other obstructions may be erected that in any way interfere with the view of another exhibitor. Exhibitors requesting permission for additional booth height, for any type of covering over any portion of the top of their booth, or for the use of any nonstandard booth display materials must submit a detailed sketch or layout (showing the booth in both plan and elevation views, including all dimensions) to ASTC at least 90 days prior to the ASTC Annual Conference. Inline booths requesting additional booth height will be assigned space along the perimeter area of the Exhibit Hall.

Booth Construction/Covered Booths/Decorations

- All decorative and construction materials must be noncombustible, flame-resistive, or treated with a flame retardant solution.
- All curtains, drapes, carpets, and decorative materials must be made with noncombustible or flameresistive materials
- All booths that are completely enclosed must have within the enclosed area a smoke detector that can be heard outside of the enclosed area.

Display Vehicles

- Vehicles may be allowed in the building for display purposes provided they meet the following requirements:
 - Fueling or fuel removal is PROHIBITED.
 - Vehicles are prohibited from being moved during an event without prior approval.
 - Natural gas-powered vehicles must have the tank purged before entering the building.
- Exhibitors demonstrating or exhibiting a mechanized or motorized part powered by either propellant or electrical system must have prior written approval of the City Fire Department's Public Assembly Officer. Approval must be secured through the event Account Executive not less than 30 days prior to decorator move-in.
- Exhibitors requesting demonstration of, or exhibiting a moving vehicle, must provide the event Account Executive with full written details of the proposed demonstration not less than 30 days prior to decorator move-in. After review by Center management, the request will be forwarded to the City Fire Department's Public Assembly Officer for review and approval. The event Account Executive will provide the exhibitor with the decision of Center management and the City Fire Department's Public Assembly Officer.
- Gasoline-powered vehicles on display must have fuel maintained at 1/4 tank or 5 gallons, whichever is less. Fuel tank caps must be locked or taped shut. Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. Gasoline and diesel-fueled material handling equipment may not be stored overnight in exhibit halls.

Access By Minors

Children under the age of eighteen (18) are not permitted on the exhibit floor during installation, dismantle, or show hours, unless show management has given permission for minors to be present during show hours (e.g., part of an exhibit or focus group). Please ensure that all hired contractors and others servicing the event comply with this guideline.

Free Item "Giveaways"

- Exhibitors may give away free items to event attendees, with the exception of firearms and other weapons, helium-filled balloons, stickers, or decals. Food and beverage sample items are restricted as follows:
 - Exhibitors may provide "bite size" food samples of their individual brand-name products. Approved sample sizes are three (3) ounces or less.
 - The serving of generic products (i.e., frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive in-house concessionaire.

Liability and Insurance

- Exhibitor agrees to assume all liability for loss or damage of any property of Exhibitor which Exhibitor may suffer during installation or removal or during the Annual Conference and Exhibit Hall if by reason of burglary, fire, accident, or any destructive cause. Exhibitor also expressly agrees to indemnify and hold harmless the Association of Science-Technology Centers Incorporated, GES Company, Convention Center, and all officers, employees, and agents of ASTC from any and all claims, liabilities, losses, damages, and expenses that may ensue from accidents, injuries, fire, theft, or any other cause. Exhibitor shall, at its own expense, secure and maintain throughout the period of the Annual Conference and Exhibit Hall, inclusive of move-in and move-out days, commercial liability insurance. Upon request Exhibitor shall provide ASTC with an insurance certificate naming ASTC as an Additional Insured under Exhibitor's general liability insurance policy.
- Although security guards will be provided, no guarantee of security is implied. Exhibitor retains sole responsibility for its own exhibit materials. In the event the Exhibit Hall is canceled, the liability of ASTC shall be limited to the money paid by Exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by ASTC as related to the Exhibit Hall.

Electric

All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All island booths require labor unless all electrical outlets are installed at one location at our discretion. Distribution and connection of outlets are chargeable on a time and material basis. To determine if you need electrical labor, please refer to the following list of services:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors and electrical apparatus to be energized.

Union

GES will provide display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the labor form included in the Exhibitor Service Manual, or on show site.

Exclusion

ASTC reserves the right to refuse any applicant for exhibit space and the right to restrict or evict any exhibitor that, in the opinion of ASTC, detracts from the general character of the Exhibit Hall. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, ASTC will not be liable for any refunds or other exhibit expenses. ASTC members or vendors who sell products and services to the science center and museum community are not allowed to conduct or solicit business in the Convention Center or any ASTC conference hotels unless they have purchased exhibit booth space or sponsored an official event at the ASTC Annual Conference. Violation of this policy may result in ASTC's refusal to accept any and all registrations and future registrations.

Subletting of Space

Exhibitor shall not assign, sublet, or apportion the whole or any part of the space allotted without the prior written consent of ASTC.

Hospitality Suites, Private Parties, Meeting Room Requests

The following groups are invited to host a meeting that will be publicized in the preliminary and final conference programs. (Event forms must be received by April 15 to be included in the preliminary program and August 1 to be included in the final program.)

- Communities of Practice (CoPs) (Current or exploratory)
 - For requirements and a list of current CoPs, please visit www.astc.org/profdev/communities.
- ASTC Partners: Those who have a partnership agreement or grant with ASTC, or a past partner.
 - Examples include NISENET, CAISE, NSF, AAAS, AAM, NSTA, SMEC, Learning Labs, etc.

Additional groups permitted to request meeting space that will not be publicized (in the preliminary and final programs and on signage). Please note product demonstrations are available for purchase by exhibitors and sponsors, and they will be publicized in the final program. Visit the ASTC Integrated Marketing Prospectus for details.

- Official ASTC Annual Conference Exhibitors
- Official ASTC Annual Conference Sponsors

All requests are subject to availability and do not include food and beverage, audio visual, internet, possible room rental, and any other fees incurred for having a meeting at the host hotel. Once ASTC receives your event request form, an acceptance/rejection notice will be sent within 3-5 business days.

Please fill out the event request form and contact conference@astc.org for more information.

ASTC ADVERTISING POLICIES

Terms and Conditions

Association of Science-Technology Centers (hereinafter called ASTC) publications are published for and on behalf of the Association's membership and to advance informal science education. ASTC therefore reserves the right to reject, omit, or cancel advertising that it feels is not in the best interest of the membership or the profession.

Ad Submission Details:

- Insertion orders must be confirmed in writing by the space closing date listed on the rate card. Orders received after space reservation deadline will not be published for that issue. Verbal or electronic mail orders, without contracts, are not acceptable.
- Artwork must arrive by specified art closing dates.
- Previous artwork will be repeated if new artwork is not received by the closing date.
- Artwork should be high resolution (300 dpi) PDF.
- Artwork must be submitted to ASTC's Dropbox site. Place the artwork in the folder relevant to the program that you want the ad to run in.
- ASTC cannot guarantee accurate color reproduction if a SWOP standard proof is not supplied.
- ASTC, or their contracted printers, will not edit, design, or alter any advertiser-submitted ad. Ads must be resubmitted if advertisers wish to have an ad altered in any manner.
- The word "advertisement" will be placed with copy which, in the publisher's opinion, resembles editorial matter. Publisher reserves the right to determine ad placement, although every effort will be made to fulfill ad placement requests.
- No conditions, printed or otherwise, appearing on the space order, billing instructions, or copy instructions that conflict with the publisher's stated policy will be binding on the publisher.
- Advertisers and agencies assume liability for content of advertisements and assume responsibility for any claims therefore made against the publisher.

Payment/Billing

- Rates quoted are per insertion. Rates are net.
- Advertisers under contract will be rate-protected as per the terms of the contract and rate card.
- ASTC requires advertisers to prepay with insertion order. Copy of issue will be sent to advertising agency or advertiser immediately after publication
- Invoices will be generated for each ad per contract frequency.
- Payment must be received prior to the ad being printed.
- The publisher reserves the right to require full payment in advance for organizations with a poor credit history.
- ASTC provides one issue per each insertion to contract contact. ASTC does not provide tear-sheets.
- A 15% agency discount, per ad and per advertising organization, is applicable only when given agency submits two (2) or more insertion contracts from nonaffiliated advertising organizations, per rate card.
- Agency discounts are not applicable to agencies representing a single organization, or to in-house agencies.
- Agencies do not qualify for a double discount on final programs, or with other advertising promotions in other ASTC publications. Thus, when agency discount is applied, no other discount will be applicable above and beyond initial agency discount.

Cancellations

- No advertisement cancellations or changes in insertion orders will be accepted after the space reservation closing dates.
- Cancellations must be received in writing prior to the space closing date.
- Any advertiser canceling advertisements after the closing date must pay the full space charge.
- Advertisers who fail to comply with frequency contracts will be responsible for full fee at shorter rate and adjusted invoice generated for previous ads when relevant.
- Advertisers receiving discounted rate for ad placement in both preliminary and final programs who cancel their final program ad after the preliminary program has gone to print will be responsible for paying the full fee for the preliminary program ad. An adjusted invoice will be generated when relevant.
- Advertisers represented by agencies who receive agency discount will be responsible for non-discount rate if agency representation is less than two (2) per rate card. When relevant an adjusted invoice will be generated for previous ads when one, or more, agency-represented advertising organization cancels, resulting in agency representation being less than two (2) non-affiliated organizations.

Delinquent Accounts

Those accounts that are outstanding for 60 days or more by the closing date of the current issue will be restricted from advertising until full payment is received. Accounts more than 90 days past due will be referred to our collection agency.

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. **This is not to be confused with the cost to transport your exhibit material to and from the event.**

Benefits of Advance Shipping to the GES Global Experience Specialists Warehouse

Storage of materials for up to 30 days prior to your show.

Delivery of Shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).

Some convention Centres and Hotels do not have facilities for receiving or storing freight.

Saves valuable set-up time.

How to ship in Advance to the GES Global Experience Specialists Warehouse

Remove all old shipping and empty storage labels.

Fill out and attach enclosed Advance Shipping Labels.

Complete the enclosed Advance Material Handling order form.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Take the time to ensure that your display and products are packed neatly and securely.

Do not ship uncrated materials to the warehouse.

Please note that when utilizing a ground carrier other than the official carrier, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

Consign all shipments c/o GES Global Experience Specialists.

Remove all old shipping and empty storage labels.

Fill out and attach enclosed Direct Shipping labels.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Take the time to ensure that your display and products are packed neatly and securely.

If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Material Handling Charges

Please prepay all shipping charges - GES Global Experience Specialists cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

Crated - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

Overtime Surcharges - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

Late Surcharges - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Global Experience Specialists Servicentre** of from your GES Global Experience Specialist Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Shipments left on-site after exhibitor move-out will be transferred to a storage warehouse. Charges relating to such shipping and handling are the responsibility of the exhibitor.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Global Experience Specialists Servicentre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES Global Experience Specialist has published GES Global Experience Specialists Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability

Liability - GES Global Experience Specialists is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Global Experience Specialists negligence.

Measure of Damage - If GES Global Experience Specialists was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.

b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.

GES Global Experience Specialists does not offer or sell insurance. GES Global Experience Specialists is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Global Experience Specialists.

ASTC

October 17-18, 2015

Palais des Congrès de Montréal

PRICE LIST

Advance Shipment to Warehouse (200 lbs. min per shipment)

Crated Materials	
	Standard Rates
ST/ST	\$ 93.00 cwt
ST/OT	\$ 121.00 cwt
OT/OT	\$ 149.00 cwt
Small shipments < 50 lbs	\$ 70.00 per shipment

Special Handling Materials	
	Standard Rates
ST/ST	\$ 125.00 cwt
ST/OT	\$ 163.00 cwt
OT/OT	\$ 201.00 cwt

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

Crated Materials	
	Standard Rates
ST/ST	\$ 83.00 cwt
ST/OT	\$ 108.00 cwt
OT/OT	\$ 133.00 cwt
Small shipments < 50 lbs	\$ 60.00 per shipment

Special Handling Materials	
	Standard Rates
ST/ST	\$ 112.00 cwt
ST/OT	\$ 145.00 cwt
OT/OT	\$ 179.00 cwt

Uncrated Materials	
	Standard Rates
ST/ST	\$ 132.00 cwt
ST/OT	\$ 172.00 cwt
OT/OT	\$ 212.00 cwt

How To Know What Rates To Use Based On Show Move-In/Move-Out:

This is a **ST/OT rate show**; however, please read the below definitions to make sure these rates are applicable to your freight schedule.

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

The payment & credit card authorization form **MUST** accompany this form.

All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

This service does not include returning the shipments to the warehouse at the end of the show. Your transporter must pick-up your shipment(s) at the loading dock of the venue before the end of the move-out or you will be charged for storage or for transport fees.

Advance Dates:

Wednesday, September 30, 2015 Advance shipments may begin arriving at warehouse.

Wednesday, October 14, 2015 Last day for shipments to arrive at warehouse.
Delivery between 8 am to 4 pm

Direct Dates:

Thursday, October 15, 2015 between 8 am to 5 pm.

Friday, October 16, 2015 between 8 am to 5 pm.

Confirming your order

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

	PRICE X	CWT	=TOTAL PRICE
A. Total All Items Ordered \$			\$
B. TPS 5% GST (R100992197) = B \$			\$
C. TVQ 9.975% QST (1000169915) = C \$			\$
D. Payment Enclosed A + B + C = D \$			\$

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

All orders are governed by the GES CANADA / Clarkson-Conway Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

COMPANY	EMAIL	BOOTH #
SIGNATURE	NAME	DATE

**EXHIBITION FREIGHT****EXHIBITION FREIGHT****ADVANCE SHIPMENT****ADVANCE SHIPMENT**

TO:

COMPANY NAME

ASTC'S 2015 Annual Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O

YRC REIMER

1725 Chemin St-François

Dorval, (QC), Canada H9T 2S1

**WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM**

Carrier

Number _____ of _____ pieces

TO:

COMPANY NAME

ASTC'S 2015 Annual Conference

NAME OF EXHIBITION

119

BOOTH NUMBER

YRC REIMER

1725 Chemin St-François

Dorval, (QC), Canada H9T 2S1

**WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM**

Carrier

Number _____ of _____ pieces

**EXHIBITION FREIGHT****EXHIBITION FREIGHT****DIRECT SHIPMENT****DIRECT SHIPMENT**

TO:

COMPANY NAME

ASTC'S 2015 Annual Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O Palais des congrès de Montréal

Loading Dock

163 St-Antoine W. St.

Montréal, QC, H2Z 1H2

IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS

Number _____ of _____ pieces

TO:

COMPANY NAME

ASTC'S 2015 Annual Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O Palais des congrès de Montréal

Loading Dock

163 St-Antoine W. St.

Montréal, QC, H2Z 1H2

IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN

Number _____ of _____ pieces

these labels are acceptable if additional labels are needed

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of

Order Form

Customs and Transportation Services

Please accept this as authority for ICECORP Logistics Inc. dba Mendelssohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in ICECORP Logistics Inc. Standard Trading Conditions, including but not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelssohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.



Event Name: _____ Event Dates: _____

Services Required: (please check one)

☐ Customs Clearance and Transportation ☐ Customs Clearance Only ☐ Transportation Only

Shipper Information

Company Name:		
IRS # or U.S. Tax Identification #:		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:	Fax:	

Delivery Information

Exhibitor/Company Name:		
Event Name:	Booth #:	
Facility Name:		
Address:		
City:	Province/State:	Postal/Zip:
On-Site Contact:	Cell #:	
E-mail:		

Return Freight

☐ Same as Shipper

Company Name:		
IRS # or U.S. Tax Identification #:		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:		

Billing / Invoicing Information

☐ Same as Shipper

Company Name:		
Importer # (if applicable):		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:	Fax:	

Shipment Information

Carrier Name (if not using Mendelssohn Commerce):		Contact Name:	Tel:
Pick-Up Date:	Hours of Operation:	Delivery Date:	Time:
Requested Service Level:	☐ Air ☐ 2 nd Day ☐ Truck		
Additional Services Required:	☐ Lift Gate ☐ Inside Pick-Up/Delivery		

# of Pieces	Box/Crate/Skid etc.	Length	Width	Height	@ Weight (lbs) Each:	Per Piece	Total
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
Total						Total Weight:	

Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelssohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelssohn Commerce for more Cargo Insurance information.

Terms of Payment and Security Deposit (Must be completed)

**Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order:

- ☐ Completed Credit Card Authorization or Preliminary Invoice has been faxed.
☐ Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone.

Terms and Conditions

This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelssohn Commerce (Mendelssohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelssohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelssohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelssohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelssohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature

I have read and agree to the Terms and Conditions of this Contract.

Signature:

Name:

Title:

Date:

Accepted by Mendelssohn Commerce

Signature:

Name:

Title:

Date:

Order Form

Customs and Transportation Services

Please accept this as authority for ICECORP Logistics Inc. dba Mendelssohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in ICECORP Logistics Inc. Standard Trading Conditions, including but not limited to:



1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelssohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.

Event Name: INT'L MARKETING EVENT

Event Dates: APR. 15-17, 2014

Services Required: (please check one)

☒ Customs Clearance and Transportation

☐ Customs Clearance Only

☐ Transportation Only

Shipper Information

Company Name: ABC DISTRIBUTING COMPANY

IRS # or U.S. Tax Identification #: 12-3456789

Address: 125 ELM STREET

DOCK DOOR #2

City: CHICAGO Province/State: IL Postal/Zip: 66666

Contact Name: JOHN DOE Tel: 708-555-1200

E-mail: JDOE@DOMAIN.COM Fax: 708-555-2222

Return Freight

☒ Same as Shipper

Company Name: ABC DISTRIBUTING COMPANY

IRS # or U.S. Tax Identification #: 12-3456789

Address: 125 ELM STREET

DOCK DOOR #2

City: CHICAGO Province/State: IL Postal/Zip: 66666

Contact Name: JOHN DOE Tel: 708-555-1200

E-mail: JDOE@DOMAIN.COM

Delivery Information

Exhibitor/Company Name: ABC DISTRIBUTING COMPANY

Event Name: INT'L MARKETING EVENT Booth #: 234

Facility Name: EVENT FACILITY

Address: 278 SOMEWHERE PLACE

City: TORONTO Province/State: ON Postal/Zip: M5M 2B2

On-Site Contact: SANDY SMITH Cell #: 708-555-1234

E-mail: SSMITH@DOMAIN.COM

Billing / Invoicing Information

☐ Same as Shipper

Company Name: ABC DISTRIBUTING COMPANY ACCOUNTING DEPT.

Importer # (if applicable): 123456789RT0001

Address: 345 OAK AVE.

City: CHICAGO Province/State: IL Postal/Zip: 66667

Contact Name: JOE SMITH Tel: 708-555-1255

E-mail: JSMITH@DOMAIN.COM Fax: 708-555-1266

Shipment Information

Carrier Name (if not using Mendelssohn Commerce): MENDELSSOHN COMMERCE Contact Name: COORDINATOR NAME Tel: 905-673-5445

Pick-Up Date: APR. 03/14 Hours of Operation: 8:00 AM - 5:00 PM Delivery Date: APR. 14/14 Time: 11:00 AM

Requested Service Level: ☐ Air ☐ 2nd Day ☒ Truck

Additional Services Required: ☐ Lift Gate ☐ Inside Pick-Up/Delivery

# of Pieces	Box/Crate/Skid etc.	@ Dimensions (Inches) Each:	Length	Width	Height	@ Weight (lbs) Each:	Per Piece	Total
2	SKIDS	@ Dimensions (Inches) Each:	48	48	48	@ Weight (lbs) Each:	375	750
4	CRATES	@ Dimensions (Inches) Each:	45	47	60	@ Weight (lbs) Each:	500	2,000
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
6	Total						Total Weight:	2,750

Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelssohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelssohn Commerce for more Cargo Insurance information.

Terms of Payment and Security Deposit (Must be completed)

**Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order:

☒ Completed Credit Card Authorization or Preliminary Invoice has been faxed.

☐ Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone.

Terms and Conditions

This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelssohn Commerce (Mendelssohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelssohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelssohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelssohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelssohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature

I have read and agree to the Terms and Conditions of this Contract.

Signature:

Joe Smith

Name: JOE SMITH

Title: OWNER / PRESIDENT

Date: 01/29/2014

Accepted by Mendelssohn Commerce

Signature:

Name:

Title:

Date:



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

Page
of
de

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
		10. Currency of settlement - Devises du paiement	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut	
		17. Invoice total Total de la facture	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse) ABC Distributing Company 125 Elm Street Chicago, IL 66666-6666		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 4/3/2007		
4. Consignee (name and address) - Destinataire (nom et adresse) ABC Distributing Company / Booth 234 International Computing Event c/o Event Facility 100 Anywhere Street Toronto, ON M7W 2P6		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) 10-9999999		
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada Mendelssohn Commerce, Chicago, IL		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) No sale involved		
		6. Country of transshipment - Pays de transbordement N/A		
		7. Country of origin of goods Pays d'origine des marchandises Various - See Below		
		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.		
		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) No sale involved		
		10. Currency of settlement - Devises du paiement USD		
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente	
			14. Unit price Prix unitaire	15. Total
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets) - USA	1	\$5,000.00	\$5,000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature - USA	1000	\$0.10	\$100.00
1 pc	Carton - Plastic Key Chains - CHINA	50	\$0.50	\$25.00
1 pc	Carton - Books - USA	50	\$1.00	\$50.00
3 pcs	Cases - Computers - CHINA	3	\$1,000.00	\$3,000.00
2 pcs	Cases - Computer Monitors - JAPAN	2	\$500.00	\$1,000.00
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		☐		16. Total weight - Poids total
		Net		17. Invoice total Total de la facture
		N/A		300 lbs
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) ABC Distributing Company 125 Elm Street Chicago, IL 66666-6666		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case		
		☒		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat (iii) Export packing Le coût de l'emballage d'exportation		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



Credit Card Authorization Form

****Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax.**

****DO NOT** e-mail this form. If you are unable to fax, please contact our office for instructions.

****Please complete this form, and fax it to 514-396-5547.**

NOTE: This fax # is used ONLY for receipt of Payment Information. It is located in a secured area that is NOT accessible for receipt of other documents and shipment information. All non-payment information (Order Forms, Invoices, Bills Of Lading, etc.) should be sent via e-mail, or faxed to 514-849-3446.

Event Name:

Event Dates:

Invoicing Information

Exhibitor / Company Name:

Address:

City:

Province/State:

Postal/Zip Code:

Telephone:

E-mail:

Credit Card Information

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name:

Card Account Number:

Expiry Date:

Security Number:

I hereby authorize the use of this credit card for payment of services relative to this event.
I understand that a 2% administrative fee (minimum \$50.00) will be charged for all credit card declines.

Cardholder's Signature:

Date (mm/dd/yyyy):

Mendelssohn Event Logistics dba MENDELSSOHN COMMERCE, Division of ICECORP Logistics Inc.

TORONTO, Head Office 1600 Courtneypark Dr. E Mississauga, ON L5T 2W8 T: 905.673.5445 F: 905.673.2574 Payment Fax (Credit Card Secure): 1.855.762.1145	MTCC, North Building 255 Front St. W. Toronto, ON M5V 2W6 T: 416.863.9339 F: 416.863.5149 Payment Fax (Credit Card Secure): 416.863.0301	MTCC, South Building 222 Bremner Blvd., Room 825B Toronto, ON M5V 3L9 T: 416.863.9339 F: 416.591.8589 Payment Fax (Credit Card Secure): 416.863.0301	MONTREAL 276 Rue St. Jacques, Suite 818, Montreal, QC H2Y 2G4 T: 514.987.2700 F: 514.849.3446 Payment Fax (Credit Card Secure): 514.396.5547	CALGARY 2116 - 27 TH Ave. N.E., Suite 325 Calgary, AB T2E 7A6 T: 403.291.1694 F: 403.291.7028 Payment Fax (Credit Card Secure): 1.855.762.1145	VANCOUVER 608 Annance Court, Unit 3 Delta, BC V3M 6Y8 T: 604.687.5535 F: 604.687.1463 Payment Fax (Credit Card Secure): 1.855.762.1145
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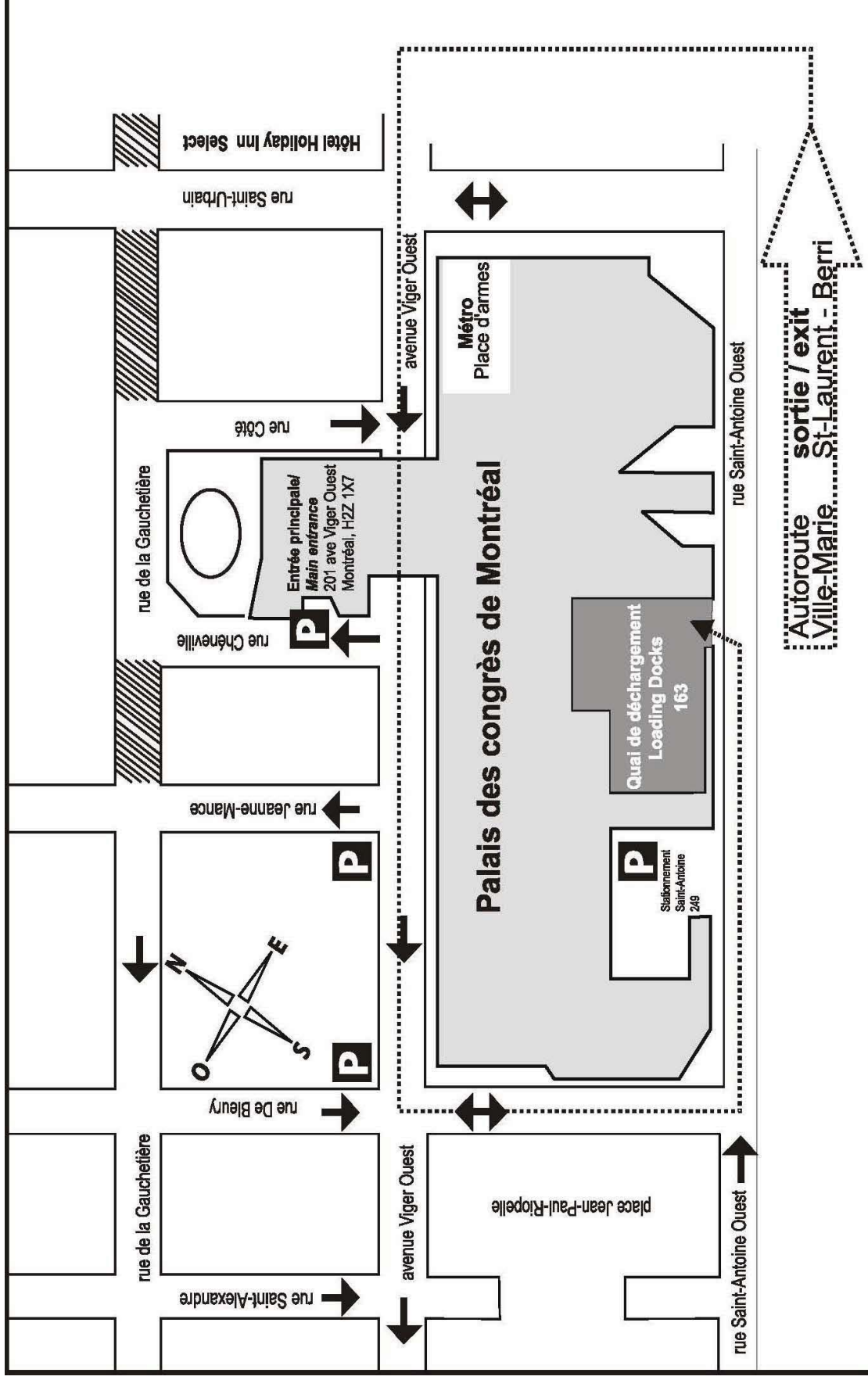
ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

SHIPPER INFORMATION			
Company name:			
Address		City:	
		State:	
Phone:	Fax.:	Zip code:	
Contact Name :		Email:	
Pick up date:		Pick up time	
Business hours:		Loading dock	
Customs broker:		☐ Yes ☐ No	
I will be shipping to the advance warehouse ☐ Yes ☐ No		Customs paperwork attached ☐ Yes ☐ No	
DESTINATION			
Show name: ASTC Association of Science Technology Centers		Exhibition Facility: Palais des congrès de Montréal	
Booth #:	Contact Name:	Phone:	
Delivery date:		Delivery time:	
REQUIRED SERVICE			
☐ One way		☐ Round Trip	
☐ Move-in		☐ Move-out	
MATERIAL TO BE SHIPPED			
Total # of pieces	Description	Dimensions	Estimated weight
	Cartons (Cardboard)		
	Cases / Trunks (fibre)		
	Crates (Wooden)		
	Skid/Pallets		
	Carpet		
	Other		
Declared value:		\$	Total weight:
Release signature			
			Date:
To authorize delivery without obtaining signature			
EXHIBITOR'S NAME		# STAND	
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.			
Tel.:514-367-4848 / 1-877-399-3976 Email: montreal@ges.com		Do not forget to include the Authorized Payment form	
Fax.:514-367-5115			

Loading Dock Map



Chairs

0503



Side chair grey fabric

0504



Armchair grey fabric

0502-5



"deco" armchair black

0502



Aluminium armchair

Stools

0514-AL



Alice Stool

0512



Black bar stool

0512-Z



"Z" Chrome Stool

0514



High Stool grey fabric

Tables

0521



Coffee table
30" x 18"H

0523



Table 30" x 30"H

0527 A30



Square aluminium table
24" x 30" H

0527 A40



Round aluminium table
24" x 42"H

**0553
0551**



Draped table 72" x 24" x 30"H
Draped table 48" x 24" x 30"H
Available 42"H

Counters

0651-CC-06



Curved counter with sliding doors
40" x 32" x 40"H

0651-06



Counter with sliding doors
40" x 20" x 40"H

0650-06



Showcase counter
40" x 20" x 40"H

Displays

0532



Tripod easel 61"H

0632-A



Sign holder 60"H

0654-0



Showcase 40" x 20" x 80"H
20" wide also available

0621



Showcase 20" x 20" x 80" H
20" wide also available

Miscellaneous

0608



Raffle cube for table
12" x 12" x 12" H

0606-06



Raffle Box
18,5" x 18,5" x 40" H

0661



Display Units
Dimensions available upon request

0532-A



Literature Rack
9" x 55" H

0500



Mini Fridge



GES Global
Experience
Specialists™

FURNITURE

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Deadline date for discount price:

Friday, October 2, 2015

PRICE LIST					
Qty	Code	Description	Discount \$	Regular \$	Total
Prices include rental, delivery, installation and dismantle					
Skirted Tables (White Vinyl Top)					
	0551	Skirted 4' long table with 30"high skirt	130.00 \$	182.00 \$	
	0553	Skirted 6' long table with 30"high skirt	156.00 \$	218.00 \$	
	0541	Skirted 4' long table with 42"high skirt	182.00 \$	255.00 \$	
	0542	Skirted 6' long table with 42"high skirt	205.00 \$	287.00 \$	
	0549	4th Side skirted (optional)	32.50 \$	46.00 \$	
Skirt color : Black ☐ Blue ☐ Green ☐ Red ☐ White ☐ Grey ☐					
Un-skirted Tables (White Vinyl Top Only)					
	0550	4' long and 30"high table	75.00 \$	105.00 \$	
	0552	6' long and 30" high table	82.00 \$	115.00 \$	
	0544	4' long and 42" high table	114.00 \$	160.00 \$	
	0545	6 long and 42" high table	124.00 \$	174.00 \$	
Tables					
	0521	18"H Round, White Coffee Table	113.00 \$	158.00 \$	
	0522	18"H Round, Black Coffee Table	113.00 \$	158.00 \$	
	0523	30"x30"H Round, White Table	185.00 \$	259.00 \$	
	0524	30"x30"H Round, Black Table	185.00 \$	259.00 \$	
	0527-A-30	Square aluminium table 24" X 30" H	165.00 \$	231.00 \$	
	0527-A-40	43"H cocktail table	195.00 \$	273.00 \$	
Other furniture available on request			Amount	\$	
			R101720233 - 5% GST	\$	
			1002260545 - 9.975% QST	\$	
			TOTAL	\$	
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.			Company Name	Stand #	

ASTC'S 2015 Annual Conference

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Deadline for discount price:

Friday, October 2, 2015

PRICE LIST					
Qty	Code	Description	Discount \$	Regular \$	Total
Prices include rental, delivery, installation and dismantle					
Chairs and stools					
	0502-A	Aluminium armchair	92.00 \$	129.00 \$	
	0502-5	Deco armchair black	103.50 \$	145.00 \$	
	0503	Side chair (grey fabric)	65.00 \$	91.00 \$	
	0504	Armchair (grey fabric)	75.00 \$	105.00 \$	
	0512	Bar Stool (chrome / black)	65.00 \$	91.00 \$	
	0512-Z	Z chrome stool	95.00 \$	133.00 \$	
	0514-AL	Black Alice Stool	95.00 \$	133.00 \$	
	0514	Grey fabric high stool (with back)	95.00 \$	133.00 \$	
Counters					
	0614-06	Bureau/Desk	250.00 \$	350.00 \$	
	0650-06	40" x 20" x 40"H Showcase counter	375.00 \$	525.00 \$	
	0651-06	40" x 20" x 40"H White counter with doors	315.00 \$	441.00 \$	
	0651-CC-06	40" x 32" x 40"H White curved counter	395.00 \$	553.00 \$	
Other furniture available on request			Amount		\$
			R101720233 - TPS 5% GST		\$
			1002260545 - TVQ 9.97% QST		\$
			TOTAL		\$
			Company Name		Stand #
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.					
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.					
Tel.:514-367-4848 / 1-877-399-3976 - Email : montreal@ges.com Fax: 514-367-5115					
Do not forget to include the payment form					

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Deadline date for discount price:

Friday, October 2, 2015

PRICE LIST					
Qty	Code	Description	Discount \$	Regular \$	Total
Les prix incluent la location, la livraison, l'installation et le démontage / Prices include rental, delivery, installation and dismantle					
Accessoires divers / General Accessories					
	0690-A	Zigzag litterature rack	122.00 \$	171.00 \$	
	0694	Bag hodler	73.00 \$	90.00 \$	
	0532	Tripod Easel	44.00 \$	62.00 \$	
	0532-A	Literature Rack	110.00 \$	154.00 \$	
	0534	Wastebasket	14.00 \$	20.00 \$	
	0606-55	Rafle box black metal - black panels	116.00 \$	162.00 \$	
	0606-06	Rafle box aluminum -white panels	116.00 \$	162.00 \$	
	0606-56	Rafle box black metal - white panels	116.00 \$	162.00 \$	
	0608	12" x 12" x 12" Raffle Cube for Table	116.00 \$	162.00 \$	
	0632-A	Sign Holder 60" H	52.00 \$	73.00 \$	
	0693	Posterboard 3 meters	177.00 \$	660.00 \$	
	0500	Mini-Refrigerator	219.00 \$	307.00 \$	
Présentoirs / Display units					
	0621	Showcase with eyeball halogene (Electricity extra) 20" X 20" X 80"H	424.00 \$	594.00 \$	
	0654 0654-A	Showcase with light ☐ or without ☐ /Electricity extra (open on 4 sides) 40" X 20" X 80"H	582.00 \$	815.00 \$	
	0661	Cube 18" X 18" / H: ____@20" ____24" ____30" ____40"	117.00 \$	164.00 \$	
	0662	Cube 18" X 40" / H: ____@20" ____24" ____30" ____40"	138.00 \$	193.00 \$	
	0663	Cube 26" X 26" / H: ____@20" ____24" ____30" ____40"	133.00 \$	186.00 \$	
	0664	Cube 40" X 40" / H: ____@20" ____24" ____30" ____40"	179.00 \$	251.00 \$	
Note: All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.			Amount	\$	
			R101720233 - TPS 5% GST	\$	
			1002260545 - TVQ 9.97% QST	\$	
			TOTAL	\$	
			Company Name	Stand #	
Tel.:514-367-4848 / 1-877-399-3976 Email: montreal@ges.com Fax :514-367-5115					
Do not forget to include the Authorized Payment form					

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Deadline for discount price:

Friday, October 2, 2015

PRICE LIST					
Qty	Code	Description	Discount \$	Regular \$	Total
Prices include rental, delivery, installation and dismantle					
Standard Carpet					
	0576	10' x 10' 16 oz. Standard Carpet	204.00 \$	286.00 \$	
	0577	10' x 20' 16 oz. Standard Carpet	391.00 \$	547.00 \$	
	0579	10' x 30' 16 oz. Standard Carpet	573.00 \$	802.00 \$	
SPECIAL Custom-Cut Carpet					
Custom-cut carpet is required for all booths larger than 30', or any size different than the above Standard carpet or for booths configured as an island or peninsula. No exceptions.					
	0578	_____ ' X _____ ' = _____ Sq. Ft.	3.50 \$	5.00 \$	
Under Padding					
	N/A	10' x 10' Under Padding	150.00 \$	210.00 \$	
	N/A	10' x 20' Under Padding	300.00 \$	420.00 \$	
	N/A	10' x 30' Under Padding	450.00 \$	630.00 \$	
	0564-B	_____ ' X _____ ' = _____ Sq. Ft.	1.50 \$	2.10 \$	
Carpet Package (Includes carpet and underpadding)					
	N/A	10' x 10' Carpet Package	324.00 \$	454.00 \$	
	N/A	10' x 20' Carpet Package	630.00 \$	882.00 \$	
	N/A	10' x 30' Carpet Package	930.00 \$	1 302.00 \$	
	N/A	_____ ' X _____ ' = _____ Sq. Ft.	4.00 \$	5.60 \$	
Colour Choice					
☐ Black  ☐ Blue  ☐ Grey  ☐ Red 					
Grey will be provided if no other colour choice has been made.					
Note: All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.			Amount		\$
			R101720233 - 5% GST		\$
			1002260545 - 9.97% QST		\$
			TOTAL		\$
			Company Name		STAND #



GES

*Global
Experience
Specialists™*

SPECIALTY FURNITURE





M03500



M03541



M03540



M02030



AB1410

AB1401

AB1400

AB1235

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Deadline date for discount price:

Friday, October 2, 2015

INVENTORY MAY NOT BE AVAILABLE FOR ORDERS PLACED AFTER THE DEADLINE DATE - PRICES FOR 1 TO 7 DAYS OF RENTAL

PRICE LIST

Qty	Code	Description	Discount \$	Regular \$	Total
	MO1624	Black Barcelona Chair	475.00 \$	689.00 \$	
	MO1621	Chocolate Barcelona Chair	475.00 \$	689.00 \$	
	MO1620	White Barcelona Chair	475.00 \$	689.00 \$	
	MO1659	Red Leather Tub Chair	335.00 \$	486.00 \$	
	MO1658	Black Leather Tub Chair	335.00 \$	486.00 \$	
	MO1660	White Leather Tub Chair	335.00 \$	486.00 \$	
	MO1661	Blue Swivel Chair	225.00 \$	326.00 \$	
	MO1663	Yellow Swivel Chair	225.00 \$	326.00 \$	
	MO1662	White Swivel Chair	225.00 \$	326.00 \$	
	MO1304	Black Leather Loveseat (no arms)	575.00 \$	834.00 \$	
	MO1604	3-Places Sofa: ☐ White ☐ Red ☐ Black	575.00 \$	834.00 \$	
	MO2223	30" x 30" Coffee Table ☐ Chrome ☐ White	175.00 \$	254.00 \$	
	MO2222-2	20" x 60" Coffee Table ☐ Chrome ☐ White	175.00 \$	254.00 \$	
	MO2222	20" x 20" End Table ☐ Chrome ☐ White	175.00 \$	254.00 \$	
	MO1347	Palermo White Loveseat	455.00 \$	660.00 \$	
	MO3500	Barstool with back ☐ Blue ☐ Brown ☐ Rouge ☐ Black ☐ White	135.00 \$	196.00 \$	
	MO2030	Miami Cocktail Table ☐ Black ☐ White	145.00 \$	210.00 \$	
	MO3541	Tolix Barstool ☐ Gold ☐ Steel	135.00 \$	196.00 \$	
	AB1410	Black Fabric Steno Chair	132.00 \$	191.00 \$	
	AB1401	Executive Fabric Black Chair	145.00 \$	210.00 \$	
	AB1400	Executive Leather Black Chair	145.00 \$	210.00 \$	
	AB1235	42"d round meeting table	175.00 \$	254.00 \$	

All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after

Amount \$

R101720233 - 5% GST \$

1002260545 - 9.97% QST \$

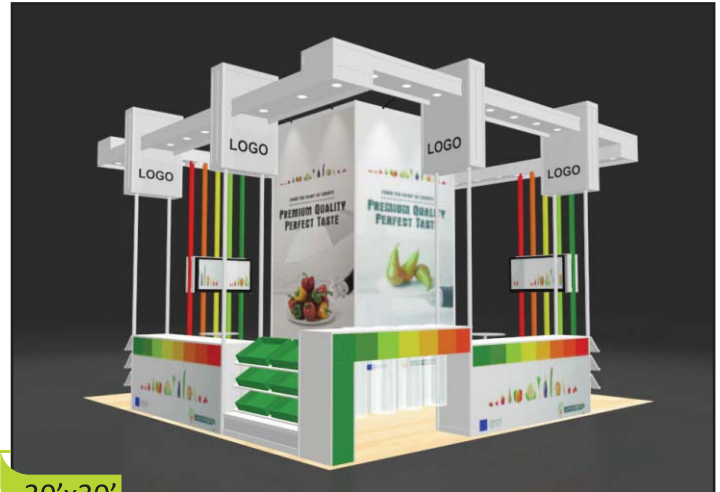
TOTAL \$

Company Name

BOOTH #

The benefits of renting a customized booth:

- Turnkey solutions according to your budget
- Powerful visual impact
- Infinite design possibilities
- Priority set-up
- Professional on-site service throughout the event



30'x30'



10'x20'



10'x10'



10'x10'

Your successful trade show
is just a phone call or
click away...

- 514-367-4848
- stand@ges.com



20'x40'

MB-21



* IMAGE/LOGO: OPTION

MB-22



* IMAGE/LOGO: OPTION

MB-23



* IMAGE/LOGO: OPTION

MB-24



* IMAGE/LOGO: OPTION

Contact us to customize Exhibit Rentals to your brand!

[Ask for a quote](#)

Choice of panels color



Black

Grey

White



Cognac

Espresso

Choice of carpet color



Black

Grey

Rouge

Blue

MB-25

* IMAGE/LOGO: OPTION



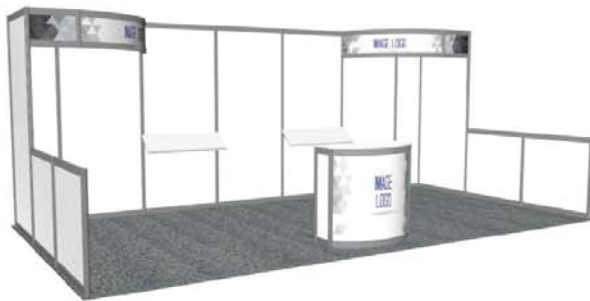
MB-27

* IMAGE/LOGO: OPTION



* IMAGE/LOGO: OPTION

MB-26



Contact us to customize Exhibit Rentals to your brand!

[Ask for a quote](#)

Choice of panels color



Black Grey White

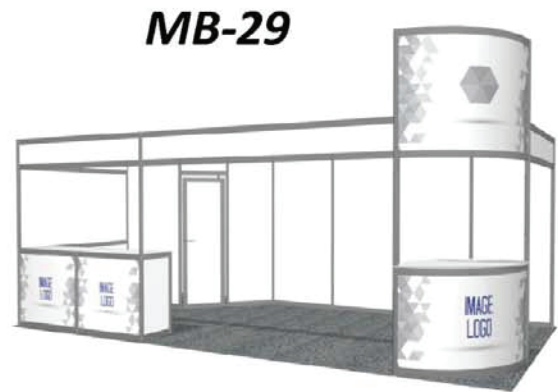
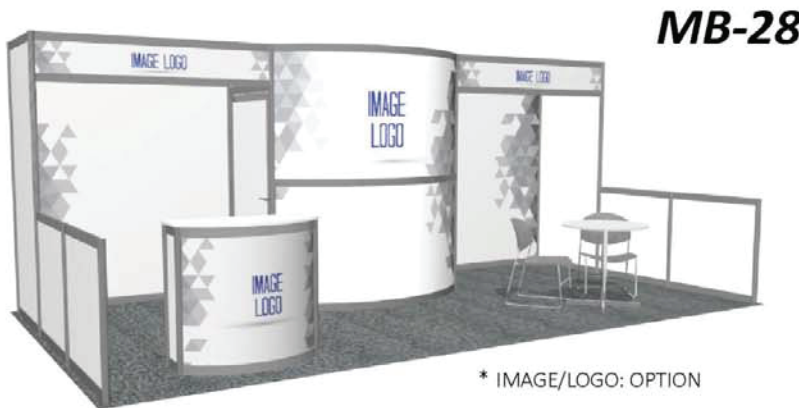


Cognac Espresso

Choice of carpet color



Black Grey Rouge Blue



Contact us to customize Exhibit Rentals to your brand!

[Ask for a quote](#)

Choice of panels color



Black Grey White



Cognac Espresso

Choice of carpet color



Black Grey Rouge Blue

ASTC'S 2015 Annual Conference
October 17 - 18, 2015
Palais des congrès de Montréal

Deadline date for discount price:

Friday, October 2, 2015

LISTE DE PRIX / PRICE LIST					
Qty	Code	Description	Discount \$	Regular \$	Total
	MB-21	10' x 10' - 1 counter, 2 bar stools, 1 shelf, 1 waste basket and 1 3 spots rail	1 244.00 \$	1 742.00 \$	
	MB-22	10' x 10' - 1 round table, 2 chairs, carpet, 1 shelf, 1 waste basket	1 350.00 \$	1 890.00 \$	
	MB-23	10' x 10' - 1 curved counter, 1 bar stool, carpet, 1 shelf, 1 waste, basket, 1 3 spots rail	1 487.00 \$	2 082.00 \$	
	MB-24	10' x 10' - 1 curved counter, 2 bar stools, carpet, 1 shelf, 1 waste basket, 1 3 spots rail	1 622.00 \$	2 271.00 \$	
	MB-25	10' x 20' - 1 counter, 2 bar stools, 1 round table, 2 chairs, carpet, 2 shelves, 1 waste basket and 2x 3 spots rail	2 022.00 \$	2 831.00 \$	
	MB-26	10' x 20' - 1 curved counter, 2 bar stools, carpet, 2 shelves, 1 waste basket and 2 adjustable spots	2 043.00 \$	2 860.00 \$	
	MB-27	10' x 20' - 2 counters, 2 bar stools, 2 shelves, 1 waste basket and 2x 3 spots rails	2 291.00 \$	3 207.00 \$	
	MB-28	10' x 20' - 1 curved counter, 2 bar stools, 1 round table, 2 chairs, 2 shelves 1 waste basket, 2x 3 spots rails	2 714.00 \$	3 800.00 \$	
	MB-29	10' x 20' - 2 counters, 1 curved counter, 2 bar stools, 2 shelves, 1 waste basket 2x 3 spots rail	2 998.00 \$	4 197.00 \$	

Package Includes: Installation and Dismantling, Choice of Panel Colour, Choice of Carpet Colour and Company ID Sign - Electricity not-included

Header Signs		Fibrex Panel Colour Choice	
 _____ Left:		☐ Black ☐ White ☐ Cognac ☐ Espresso	
 _____ Middle:		Velcro Panel Colour Choice ☐ Black ☐ Blue ☐ Burgundy ☐ Grey	
 _____ Right:		Carpet ☐ Grey ☐ Red ☐ Black ☐ Blue	
Text Color : ☐ Black ☐ Red ☐ Blue ☐ Green			
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit. CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.		Amount	\$
		R101720233 - TPS 5% GST	\$
		1002260545 - TVQ 9.97% QST	\$
		TOTAL	\$
		Company	STAND #

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Deadline date for discount price:

Friday, October 2, 2015
PRICE LIST

Qty	Code	Description	Discount \$	Regular \$	Total
	0110	Green tropical plants (3' - 5' tall)	98.00 \$	142.00	
	0110-A	Green tropical plants (6' - 8' tall)	119.00 \$	173.00	
	0113	Boston Fern	94.00 \$	136.00	
	0111	Chrysanthemums	54.00 \$	122.00	
	0112	Azaleas	94.00 \$	136.00	


0110

0110-A

0113

0111

0112

	0115	Fresh cut flower arrangement	Based on your budget	
--	------	------------------------------	----------------------	--



For all designs!



Ideal for counters and tables!



Custom-designed as per your needs, brand colours and budget!

Contact us!

montreal@ges.com

514 367-4848

The payment & credit card authorization form MUST accompany this form.

All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 100% of the original price.

Amount	\$
R101720233 - 5% GST	\$
1002260545 - 9.97% QST	\$
TOTAL	\$
COMPANY	BOOTH #

 Tel.: 514-367-4848 / 1-877-399-3976 Email: montreal@ges.com
 Fax: 514-367-5115

Do not forget to include the payment form



ELECTRICAL SERVICES

Please complete and return by e-mail or fax.
Phone orders are not accepted.

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Deadline for Discount price:

October 2nd, 2015

Deadline for Regular price:

October 14, 2015

EXHIBITOR'S NAME:				BOOTH #:		
CONTACT NAME:				DATE:		
TEL:		EMAIL:				
Qty	Code	Description	Discount Price	Regular Price	Set-up Price from Oct. 16	Total
	106	15A - 120V (1500W) prise régulière / Regular outlet	183 \$	229 \$	312 \$	
	110	15A - 208V Single phase	358 \$	447 \$	613 \$	
	111	15A - 208V - Three-phase	358 \$	447 \$	613 \$	
	112	20A - 120V - Single phase	265 \$	358 \$	454 \$	
	113	20A - 208V - Single phase	486 \$	608 \$	833 \$	
	116	30A - 208V - Single phase	565 \$	705 \$	966 \$	
	117	30A - 208V - Three-phase	565 \$	705 \$	966 \$	
	129	60A - 208V - Three-phase ☐ Camlock OR ☐ Hubble	704 \$	880 \$	1 205 \$	
	132	100A - 208V - Three-phase ☐ Camlock OR ☐ Hubble	1 005 \$	1 256 \$	1 722 \$	
	135	200A - 208V - Three-phase - Camlock	1 364 \$	1 704 \$	2 339 \$	
	138	400A - 208V - Three-phase - Camlock	1 893 \$	2 366 \$	3 245 \$	
	201	Ceiling outlet 15A - 120V (1500W)	416 \$	519 \$	710 \$	

Orders placed after the beginning of set-up will be subject to approval and additional fees.

Please inform GES if you are using European equipment and supply technical sheets.

Calculate your electrical needs: specify the kind of material you would like to plug in.

For more details, consult the following page 2 in section Terms and Conditions: (a) How to calculate your electrical needs.

ADVANCED PAYMENT REQUIRED	Amount	\$
Payment required with order form. Payment reception date determines pricing used.	Taxes GST/QST (14.98%) including provincial and federal taxes	\$
	TOTAL	\$

☐ Cheque CAD or USD Pay to the order of **Expo Service Standard inc.**
2345 Lapierre St. LaSalle (QC) Canada H8N 1B7

☐ Credit Card: ☐ VISA ☐ MASTER CARD ☐ AMEX

CREDIT CARD NUMBER

Expiry date (MM/YY)

□ □ □ □ - □ □ □ □ - □ □ □ □ - □ □ □ □

□ □ / □ □

Card Holder:

Cardholder's signature:

All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

All prices are in Canadian Dollars. Prices, terms and taxes subject to change without notice.
Send your order by Fax: 514-367-5115 or E-mail: montreal@ges.com

For information contact our Customer Services at: 514.367.4848 or 1.877.399.3976

**Please complete and return by e-mail or fax.
Phone orders are not accepted.**

Sample plan to be provided

Dimensions of your booth: _____

Your booth no : _____

SPECIAL REQUIREMENTS OR BOOTH OF 20 x 20 ft (6,10 x 6,10 m) AND LARGER

- If a plan is not included, the service will be placed at the discretion of the Palais' Master Electrician (ex. 10 x 10 ft (3,05 x 3,05 m))
- Indicate your booth dimensions (plan required for 20 x 20 ft (6,10 x 6,10 m) and larger)
- Indicate electrical outlet positioning
- Indicate adjacent booth or aisle

Adjacent
booth or
aisle
n° _____

Adjacent
booth or
aisle
n° _____

Scale: 1 square = 2 ft²

Please indicate if a different scale is used: 1 square = _____

Adjacent booth or aisle n° _____

TERMS AND CONDITIONS

- All electrical outlets will be placed at the discretion of the Palais' Master Electrician if no information is included with the initial order. If a special positioning is required or **for any booth of 20 x 20 ft (6,10 x 6,10 m) and larger**, you must provide a final positioning plan of electrical outlets or the drawing above in order to benefit from the anticipated price.
- Prices quoted are in effect for the duration of the event (7 days maximum). Other services are available, prices upon request.
- **An outlet cannot be shared with another booth or exhibit.** Power rented by the exhibitor or by a supplier on behalf of an exhibitor or by any customer is for the use of the booth or the exhibit only. **The exhibitor or company that ordered the power will be charged for the power supplied to other booths as well as for the electrical power originally ordered.**
- The client is responsible for the rented material during the event, including during set-up and dismantling, and will be charged for any broken, damaged, lost or stolen material supplied by the Palais.

(a) How to calculate your electrical needs:

- Lighting: Check the wattage of your lamps and multiply it by the number to be installed.
- Equipment: Read the ratings from the specification stickers attached to each unit (power, voltage, wattage and phase).

(b) **Labour fees:** Applied to changes, re-positioning of electrical outlets during set-up and special requirements. Minimum fee of one (1) hour. To be billed after delivery of services (at current labour rates).

- For rooms on the fifth floor, except 517, additional fees may apply for electrical installation.
- Any electrical connection from the ceiling is subject to approval by the Palais' Master Electrician.
- Connections from outlets to equipment must be performed by Palais personnel and may include additional labour and equipment pricing.

VOLTAGE AND AMPERAGE:

Voltages are 120, 208 and 600 V (60 Hz). Other voltages are available upon request.

- For 200 Amps & more: the cost does not include wiring required for hook-up which will be supplied and installed by the client in a safe manner.
- To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.
- All dimmers must be three-phased.
- The Palais' Master Electrician may refuse any connection not in compliance with Palais standards.
- All wiring and other electrical installations, motors, etc. must be approved by the Palais Master Electrician.
- All motors over 1/3 HP, provided by the exhibitor, must have a MAGNETIC STARTER AND MANUAL DISCONNECT SWITCH.
- Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage.
- For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor.
- The Palais des congrès de Montréal is not responsible for voltage fluctuations or power failures caused by temporary conditions.

CANCELLATIONS AND CLAIMS:

- No fees or penalties shall be charged by the Palais to the customer if the service is cancelled by the customer prior to the setup period.
- 50% of the applicable rate for the service shall be charged by the Palais to the customer if the service is cancelled by the customer during the setup period.
- 100% of the applicable rate for the service shall be charged by the Palais to the customer if the service is cancelled by the customer after the setup period.
- Any claims of installation fees must be placed before the exhibition's closure.

ASTC'S 2015 Annual Conference

October 17 - 18, 2015

Palais des congrès de Montréal

Company NAME	STAND #

IMPORTANT INFORMATION AND RATES

GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES Global Experience Specialists. GES Global Experience Specialists requires the highest standards of integrity from all employees.

HOURLY RATES	TIME	PER MAN
Straight Time	Between 08:00AM and 04:00 PM Weekdays	84.00 \$
Over time	Before 08:00AM and between 04:00PM and 06:00PM Weekdays; Between 08:00AM and 04:00PM Saturdays and Sundays	126.00 \$
Double time	After 06:00PM Weekdays; After 04:00PM Saturdays and Sundays and on all holidays.	168.00 \$

Please indicate service
☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- Starting time can only be guaranteed where labourers are requested for the start of the working day, which is 8:00am.
- The exhibitor representative has to check in at the service desk to pick up labourers ordered. Also, has to check labourers out at the service desk upon completion of the work.

GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

☐ **GES SUPERVISED (OK TO PROCEED)**

GES will supervise labour to:

- Unpack and install display before exhibitor arrival at showsite.
- Dismantle and pack display after show closing.

A 25% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

Please check off the appropriate boxes:

Photos - Set-up instructions attached

☐ in crate ☐ attached

*** If a plan of service is not indicated, no order will be assigned until the exhibitor's representative reports to the service desk on show site.

Place order here

	# of labourers	Dates	Start Time	End Time	Total hours	Rate	Total
Set-Up							
Dismantle							
Instruction (Ex.: Shipping at close of show):					Amount		\$
					R101720233 - 5% GST		\$
					1002260545 - 9.97% QST		\$
					TOTAL		\$
					Company	BOOTH #	

All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.



Palais des congrès de Montréal

Bank wire transfer information
To proceed with a wire transfer, please use the form included. This form includes all the necessary information required by the Canadian banking system.



2345, Lapierre Street
Lasalle, QC, H8N 1B7
T. 514.367.4848 F. 514.367.4850 gesexpo.ca

Wire Transfer Form

Please return confirmation by fax that this Wire Transfer has been sent to :

LINDA PATRICE, Accounting Department

GES Canada / ExpoService Standard

T. 514 367-4848, F. 514 367-4850 lpatrice@ges.com

Your company name : _____

Booth number : _____ **Show name :** _____

Amount of invoice : \$ _____ **Date of transfer :** _____

Minimum Bank Charge : \$ _____ **\$15.00 CA & US / \$35.00 International**

Total amount of transfer : \$ _____

Bank Information

If you are sending Canadian Dollars :

*Please include all of the following information
to ensure your funds reach our bank.*

Bank Name : CIBC
(Canadian Imperial Bank of Commerce)

Bank Address : 1155, boul. René-Lévesque W
Montréal, Québec, H3B 3Z4

Account name : Exposervice Standard Inc.

Account # : 8611718

Branch Number : 010

Transit number : 00001

Swift Code : CIBCCATT

The Swift Bank Identification Code (BIC) is the
Bank Code required for all international transfers.

IBAN Number : N/A in Canada



If you are sending American Dollars :

*Please include all of the following information
to ensure your funds reach our bank.*

Bank Name : CIBC
(Canadian Imperial Bank of Commerce)

Bank Address : 1155, boul. René-Lévesque W
Montréal, Québec, H3B 3Z4

Account name : Exposervice Standard Inc.

Account # : 8611718

Branch Number : 010

Transit number : 00001

US Intermediary Bank : Wells Fargo Bank, N.A. NY, USA

Swift Code : PNBPU3NNYC

ABA Routing # : 026005092

The ABA Routing # is the routing code of US based banks
and is required for all EFT's within the US.

IBAN Number : N/A in Canada



I. Definitions:

Agents: GES Global Experience Specialist's agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES Global Experience Specialists.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES Global Experience Specialists is requested to perform services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, unsupervised labour, supervised labour and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES Global Experience Specialists.

Unsupervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES Global Experience Specialists. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES Global Experience Specialists, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES Global Experience Specialists or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:

Payment for Services: Customer shall be liable for all unpaid charges for services performed by GES Global Experience Specialists or Agents. Customer authorizes GES Global Experience Specialists to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. GES Global Experience Specialists has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES Global Experience Specialists, GES Global Experience Specialists is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES Global Experience Specialists: Except to the extent of GES Global Experience Specialists's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Global Experience Specialists from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES Global Experience Specialists harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on its behalf of Customer or present at Customers' invitation.

GES Global Experience Specialists to Customer: To the extent of GES Global Experience Specialists' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Global Experience Specialists shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES Global Experience Specialists assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Global Experience Specialists Liability for Loss or Damage to Goods

Negligence standard: GES Global Experience Specialists shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES Global Experience Specialists.

Condition of Goods: GES Global Experience Specialists shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage.

GES Global Experience Specialists shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES Global Experience Specialists shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES Global Experience Specialists shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES Global Experience Specialists assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES Global Experience Specialists assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES Global Experience Specialists assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.

Labour: GES Global Experience Specialists assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Global Experience Specialists provided labour. If GES Global Experience Specialists supervises labour for a fee, GES Global Experience Specialists shall be liable only for actions or claims arising out of its negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES Global Experience Specialists and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

Empty Storage: GES Global Experience Specialists assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Global Experience Specialists Service Desk for empty container storage. Damage that is the direct result of GES Global Experience Specialists's negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES Global Experience Specialists shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its Goods on or before the targeted time. If Goods remain on the floor after this point, GES Global Experience Specialists has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES Global Experience Specialists is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES Global Experience Specialists's discretion, and at Customer's expense assuming the Goods are labeled for return. GES Global Experience Specialists retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES Global Experience Specialists shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: GES Global Experience Specialists shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES Global Experience Specialists will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES Global Experience Specialists's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

No Insurance: GES Global Experience Specialists is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES Global Experience Specialists performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES Global Experience Specialists within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES Global Experience Specialists within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Global Experience Specialists Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES Global Experience Specialists, Customer will not withhold payment or any amount due GES Global Experience Specialists for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Global Experience Specialists prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Global Experience Specialists shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Global Experience Specialists reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Québec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES Global Experience Specialist's liability for Customer's Goods:

The responsibility of GES Global Experience Specialists with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES Global Experience Specialists shall be liable only for loss or damage to Goods caused by GES Global Experience Specialists' sole negligence. GES Global Experience Specialists' liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES Global Experience Specialists is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES Global Experience Specialists' immediate control. GES Global Experience Specialists is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Global Experience Specialists is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Global Experience Specialists. In no event shall GES Global Experience Specialists be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES Global Experience Specialists as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Global Experience Specialists recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

Safety is very important for everyone working in the exhibit hall - especially you!

GES Global Experience Specialists is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Global Experience Specialists supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show and do it safely. Thank you for your Cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Global Experience Specialists personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Global Experience Specialists personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or a load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES Global Experience Specialists representative of any safety issues or concerns.



STOP. THINK. SAFETY.

ASTC 2015 Annual Conference (17199)
From 2015/10/17 to 2015/10/18

TAKE ADVANTAGE OF OUR COMPETITIVE PRICES ONLINE

Anticipated price until October 5, 2015 – Order your services online

Regular price from October 6, 2015 till October 15, 2015 - Order your services online

Set-up price October 16, 2015 - Order your services on-site at the Service Desk

EXHIBITOR SERVICES

Online
ordering



- Plumbing**
- Telecoms and Internet**
- Cleaning – Please specify the date(s) required
- Sign Installation - **50 lbs/22.65 kg and less only**

Others
services

Sign/Structure Hanging - **More than 50 lbs/22.65 kg**
Please contact the technical advisor: denis.picher@congresmtl.com

Food & Beverage Services
[Food & Beverage order form – Exhibitors 2015.pdf](#)

****MANDATORY PLAN** - Please send your plan by email at portailclient@congresmtl.com

Plumbing **Required at all time**

Telecoms and Internet Booth more than 20 x 20
(Plan not required for Wireless Internet)

NEED HELP? [Online](#) Ordering Process

**START
MY ORDER**

<https://portailclient.congresmtl.com/en>





ASTC'S 2015 ANNUAL CONFERENCE
October 17-20, 2015
Palais des congrès de Montréal
Québec, Canada



LEAD RETRIEVAL ORDER FORM

[Order Online](#)

DISCOUNT DEADLINE: Sep 17, 2015

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Mobile e-Lead	\$295	\$330		0
ExpoBadge Mobile e-Lead+	\$315	\$345		0
ExpoBadge Select	\$405	\$435		0
ExpoBadge Exceed	\$435	\$455		0

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$250	\$280		
Additional Licenses	\$150	\$150		
ExpoBadge Lead Retrieval App with Tablet	\$425	\$450		

ExpoBadge Extras:

Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes	\$75	\$100		
USB Flash Drive	\$100	\$125		

Federal Tax ID # 20-8676699

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

EMAIL ORDERS TO:
orders@expobadge.com

FAX ORDERS TO:
714-634-9016

MAIL ORDERS TO:

ExpoBadge, Inc.
1150 E. Stanford Court
Anaheim, CA 92805, USA

FOR ASSISTANCE CALL:

toll free 800-490-9941
+1-714-712-7380

Payment Information *Billing Zip Code Required

☐ AMERICAN EXPRESS	☐ MASTERCARD	☐ VISA	☐ CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: ☐ I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.



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Québec, Canada



ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Mobile e-Lead 	The ExpoBadge Mobile e-Lead is a handheld battery-operated scanner that conveniently fits in your pocket. The Mobile e-Lead stores your leads and sends them wirelessly in real time. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Mobile e-Lead+ 	The ExpoBadge Mobile e-Lead+ is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Select 	The ExpoBadge Select offers a large color display and allows the user to input custom notes. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic
ExpoBadge Exceed 	The ExpoBadge Exceed offers free form notes and lead lookup functionality on a large color touch screen display for easy navigation. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features. *Depending on the type of barcode, you may either scan or manually enter ID number. For show-specific information, please call ExpoBadge.	Electronic

EXTRAS	DETAILS
Live Literature Link	Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and "Go Green" by uploading your promotional material onto the Live Literature Link. You may post up to 10 different pdfs. For further details, click on the link http://expobadge.com/expobadge/LLL.pdf
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Not compatible with Lead Print options Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.



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STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead.
Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.

Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____